

**BY ORDER OF THE
COMMANDER
AIR FORCE RESERVE
COMMAND**

AIR FORCE RESERVE COMMAND INDEX 9

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Index



**NUMERICAL AND FUNCTIONAL INDEXES
OF COMMAND AND HEADQUARTERS FORMS**

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AFRCIND 9, LAST EDITION: This is the last edition of the AFRCIND 9. The Electronic Transaction System (ETS) will shortly be the sole source for cataloging and indexing publishing products. The web-based ETS site will allow for accessing electronic products and ordering physical products. The Master Catalog feature of ETS will eliminate the requirement for the AFRCIND 9 as we know it today.

This publication is a users reference document and index of command forms. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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1. Explanation of Symbols:

* - An asterisk preceding the form number indicates the form has been issued or revised or that other information has changed since the last edition of the index.

- A number sign preceding the form date indicates that the previous edition of the form may be used.

2. Frequency of Issue. This is the last edition of this index. It was previously revised semiannually in January and July.

3. Definition of Unit of Issue. Unit of issue is indicated according to AFIND 9, paragraph 1. Forms with a dual unit of issue, such as CS/EF, are available as both cut sheet and electronic forms.

4. Supply of Forms. Normally command and headquarters forms are available on the AFRC LAN or are stocked at the Air Force Publishing Distribution Center (AFPDC) and are requisitioned according to instructions on the Electronic Transaction System (ETS) web site. AFRC forms can be accessed directly through the AFRC publishing page or over the ETS web site through a link to the AFRC publishing page. Note exceptions beneath the title of the form. Brief explanations needed for requisitioning are:

4.1. Stocked and Issued (S&I). The AFRC office symbol of the issuing activity is indicated. Submit requisitions to that activity.

4.2. Stocked and Used (S&U). The AFRC office symbol of user is indicated. No other activity is authorized to use these forms.

4.3. Local Reproduction Authorized (LRA). Any form with EF as the unit of issue is automatically LRA.

4.4. Electronic Forms (EF). Forms designed for completion by computer using FormFlow® or other software. These forms are identified by EF under the unit of issue.

4.5. Paper Forms. Forms showing a unit of issue other than EF are available as paper stock and may be ordered using ETS from the Air Force Publishing Distribution Center (AFPDO).

4.6. Headquarters AFRC (HQAFRC) Forms. Forms designed for use only by HQ AFRC staff. They may not be ordered or used by subordinate units.

4.7. Reprints. Headquarters offices of primary responsibility for forms identified as “stocked and used (S&U)” or “stocked and issued (S&I)” may obtain reprints by calling HQ AFRC/SCSID (71538). Reproduction of blank forms on copy machines is prohibited.

5. Responsibilities of Subordinate Organizations. Use command forms listed in this index instead of creating similar forms. Screen your existing forms against the forms listed in this index and eliminate any duplicate or overlapping forms.

6. Forms Affected by the Privacy Act of 1974:

6.1. One of the following letters before the form number indicates a Privacy Act Statement (PAS) is required for the form: (Do not precede the form number with this letter when requisitioning forms.)

6.1.1. I--Privacy Act Statement is included on the form.

6.1.2. B--Form is covered by a blanket PAS. Form number of blanket PAS is shown beneath the title of the affected form.

6.2. Incorporate required statements on existing forms when reprint or revision becomes necessary and on new forms when issued.

7. Keeping Index Current. Make changes to this index from information contained in the AFRC Publishing Bulletins. Forms management offices, publishing distribution offices, and communications and information officers performing PDO functions for their unit must have access to a posted forms index. Other offices may obtain the current status of AFRC forms by contacting their local forms management office.

8. Command Forms. Interpret "Command" forms as "field" forms.

Section A--Current Command Forms

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
1	# Aug 84	Administrative Orders Log (EF-V1, release date Jan 99)	EF	3770	Pending
2	Aug 91	Certificate of Training for AFRC NCOLDP Facilitators (S&U by HQ AFRC/DPIP)	EF	3650	AFRCI 36-8001
*4	Mar 95	Air Reserve Technician (Aircrew) Work Hours Record (Civ, AD, IAD) (EF-V2, release date Oct 99)	EF	3630	AFI 36-807/ AFRC Sup
5	Oct 97	AFRC TNET Scheduling Request (EF-V1, release date Jan 99)	EF	3300	AFI 33-117/ AFRC Sup
6	Jun 97	Logistics Certificate of Appreciation (S&U by HQ AFRC/LG)	CS	3660	AFI 36-2818/ AFRC Sup
I 7	Feb 94	Health Professions Prospect Interview Record (HPPIR) (EF-V1, release date Jan 99)	CD/EF	3640	AFRCI 36-2001
8	Feb 99	Monthly Airlift Control Flight (ALCF) Status (Excel Software) (Release date Feb 99)	EF	1000	AFRCI 10-205
*9	Aug 96	Flight Authorization (Computer Generated by AFRC Flight Authorization Program) (S&I by HQ AFRC/DOTS) (Release date Aug 96)	EF	1100	AFI 11-401/ AFRC Sup
10	Mar 98	Airfield Evaluation (EF-V1, release date Jan 99)	EF	1300	AFI 13-213/ AFRC Sup
12	Jul 95	NPS Applicant Information (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2001
13	Apr 96	Request for Services Video Tape/Film (EF-V1, release date Jan 99)	EF	3400	AFI 34-254/ AFRC Sup

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
14	Feb 98	AFRC Aerial Port Team Deployment Personnel Data (EF-V1, release date Jan 99)	EF	2400	AFRCI 24-101
18	Mar 98	Family Appreciation Certificate	CS	3660	AFRCI 36-2801
20	May 97	Pregnancy Workplace Evaluation (EF-V1, release date Jan 99)	EF	4100	AFRCI 41-104
*21	Sep 99	Request/Approval for Expenditure of COI Event Funds (EF-V1, release date Sep 99)	EF	1000	AFRCI 10-301
23	Oct 97	Health Professions Application Checklist	EN	3640	AFRCI 36-2001
24	Sep 96	Liquidated Damages Estimate and Determination (EF-V1, release date Jan 99)	EF	6410	AFRC FAR Sup
25 a	Mar 89	OBAN Summary of Base Procured Investment Equipment (BPIE) Requirements (EF-V1, release date Jan 99)	EF	6520	AFRCI 65-601
25 b	Mar 89	Base Procured Investment Equipment (BPIE) Request and Justification (EF-V1, release date Jan 99)	EF	6520	AFRCI 65-601
26	Aug 95	Communications Discrepancy Notice (EF-V1, release date Jan 99)	EF	3730	AFMAN 37-126/ AFRC Sup
*27	Sep 99	Position Classification Action (PCA) (EF-V1, release date Sep 99) (Microsoft Word 7.0)	EF	3630	AFRCI 36-501
28	# Apr 91	Medical Status Report (EF-V1, release date Jan 99)	EF	4100	AFRCI 41-103
28 c	# Apr 91	Medical Status Report Recapitulation (S&U HQ AFRC/SGSR) (EF-V1, release date Jan 99)	EF	4100	AFRCI 41-103

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
30	Sep 97	AFRC Indorsement for Decorations (EF-V1, release date Jan 99)	EF	3660	AFI 36-2803/ AFRC Sup
31	Oct 96	Meritorious Service Medal Nomination (EF-V1, release date Jan 99)	EF	3660	AFI 36-2803/ AFRC Sup
33	Sep 94	Aircraft Movement and Reporting (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
36	Feb 99	Request for Leased Office Space (EF-V1, release date Feb 99)	EF	1000	AFRCI 10-301
37	Mar 97	Real Estate Annual Inspection (EF-V1, release date Jan 99)	EF	1000	AFRCI 10-301
39	Jul 98	Request for Business Clearance (Non-Competitive Negotiated) (EF-V1, release date Jan 99)	EF	6410	AFRC FAR Sup
40	Feb 98	Request for Clearance Competitive (EF-V1, release date Jan 99)	EF	6410	AFRC FAR Sup
41	May 89	Telephone Log--Funding Requirements (EF-V1, release date Jan 99)	EF	6520	AFRCI 65-601
42	Feb 98	Foreign Object Damage (FOD) Mishap Investigation Checksheet (EF-V1, release date Jan 99)	EF	2100	AFRCI 21-101
48	Nov 97	Fitness Test Screening (EF-V1, release date Jan 99)	EF	4000	AFRCI 40-501
49	Jul 97	Self-Paced Fitness Improvement Progress Chart (EF-V1, release date Jan 99)	EF	4000	AFRCI 40-501
53	# Nov 87	Recurring Suspense Control (EF-V1, release date Jan 99) (card stock)	EF	3730	AFMAN 37-126/AFRC Sup
54	# Apr 80	Record of Bulk Ticket Purchases (EF-V1, release date Jan 99)	EF	1000	AFRCI 10-301

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
55	# May 83	Aerial Spray Flight Report (907 AG Use Only) (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
56	Jun 97	Upgrade Training Documentation Checklist (EF-V1, release date Jan 99)	EF	3650	AFI 36-2201/ AFRC Sup
57	May 97	Quarterly Conference Report and Evaluation of Airplane Pilot Trainee (EF-V1, release date Jan 99)	EF	3650	AFRCI 36-111
59	Jan 90	Design/Construction Review Comments (EF-V1, release date Jan 99)	EF	3210	AFI 32-2001/ AFRC Sup
59 a	Jan 90	Design/Construction Review Comments (Continuation) (EF-V1, release date Jan 99)	EF	3210	AFI 32-2001/ AFRC Sup
63	Apr 93	Quarterly Unit Advertising/Lead Summary (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2003
64	Mar 89	Telephonic Fire Incident Report (EF-V1, release date Jan 99)	EF	3240	AFI 32-2001/ AFRC Sup
68	May 97	CETSP Briefing Checklist (EF-V1, release date Jan 99)	EF	2100	AFI 21-110/ AFRC Sup
69	Feb 97	Military Airlift (MILAIR) Request (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
71	Jan 89	Disk Charge Out (EF-V1, release date Jan 99) (card stock)	EF	3750	AFI 37-160, Vol 8/AFRC Sup
B 72	Jul 97	Waiver/Determination Request (AF Form 883, Privacy Act Statement serves.) (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2001

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
B 72 a	Apr 97	Waiver/Determination Approval/Disapproval (AF Form 883, Privacy Act Statement serves.) (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2001
*73	Oct 99	Family Readiness Data (EF-V1, release date Oct 99)	EF	3690	AFRCI 36-3001
77	Apr 97	Position Evaluation--Wage Grade Supervisors (Microsoft Word 7.0) (S & U HQ AFRC/DPCC) (Release date May 97)	EF	3600	AFRCI 36-501
81	Feb 96	Radio, Television, and Outdoor Company Visitation Listing (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2003
B *83	Oct 99	Prospect Interview Record (AF Form 883, Privacy Act Statement serves.) (EF-V1, release date Oct 99)	CD/EF	3640	AFRCI 36-2001
*84	Dec 99	AFRC NCO Leadership Development Program Certificate of Training (S & I HQ AFRC/DPIP) (EF-V1, release date Jan 00)	EF	3650	AFRCI 36-8001
B 102	Jun 87	Application for Enlistment--Worksheet (AF Form 883, Privacy Act Statement serves.) (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2001
106	# Dec 95	Manpower Change Request (EF-V1, release date Jan 99)	EF	3810	AFRCI 38-201
111	Aug 94	Corrections Needed on Form Designs (EF-V1, release date Jan 99)	EF	3300	AFI 37-160, Vol 8/AFRC Sup
116	May 92	Request and Authorization for Discharge and Enlistment of Air Force Reserve Airmen (EF-V1, release date Jan 99)	EF	3640	Pending

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
118	Mar 96	COI Guest List-Pro prospective Applicant (EF-V1, release date Jan 99)	EF	1000	AFRCI 10-301
119	Mar 96	COI Guest List-Influencer (EF-V1, release date Jan 99)	EF	1000	AFRCI 10-301
*121	Aug 99	Air Reserve Technician (ART) Program Certificate of Understanding (EF-V2, release date Aug 99)	EF	3670	AFRCI 36-111
124	Dec 96	Events Log (EF-V1, release date Jan 99)	EF	1000	AFRCI 10-203
125	Oct 97	Contract File Checklist (EF-V1, release date Jan 99)	EF	6410	AFRC FAR Sup
B 136	Mar 93	Health Professions Officer Application Worksheet (AF Form 883, Privacy Act Statement serves.) (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2001
137	Mar 96	Medical Status (EF-V1, release date Jan 99)	EF	3670	AFRCI 36-3004
138	Nov 93	ART Officer Career Management Program Promotion Register and Evaluation Sheet (S&U by HQ AFRC/DPCS) (EF-V1, release date Jan 99)	EF	3670	AFRCI 36-111
139	Aug 96	School Program Folder	FL	3640	AFRCI 36-2001
139 a	Aug 96	Lead Refinement Record (EF-V1, release date Jan 99)	EF	3640	AFRCI 36-2001
140	Sep 80	Status of Claim (EF-V1, release date Jan 99)	EF	6410	AFRC FAR Sup
141	Sep 97	Mentoring Process Guide (EF-V1, release date Jan 99)	EF	3600	AFI 36-3401/ AFRC Sup
147	Jan 93	Master Exercise/Mission Activity Report (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
147 a	Jan 93	Fighter/Bomber Exercise Activity Report (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
147 b	Jan 93	Airlift Exercise/Joint Airborne Activity Report (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
147 c	Jan 93	Tanker Exercise Activity Report (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
147 d	Jan 93	Spray Mission Activity Report (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
147 e	Jan 93	MAFFS Mission Activity Report (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
147 f	Jan 93	Rescue Mission Activity Report (EF-V1, release date Jan 99)	EF	1100	AFRCI 11-201
157	May 84	Merit Promotion Certificate/Referral List (EF-V1, release date Jan 99)	EF	3630	AFRCI 36-111
163	Sep 96	Aircraft Wash Supervisor's/ Employees' Certification (EF-V1, release date Jan 99)	EF	2121	AFRCI 21-101
164	Sep 96	Aircraft Wash Cleanliness Inspection Checklist (EF-V1, release date Jan 99)	EF	2121	AFRCI 21-101
165	Sep 96	Aircraft After Wash Corrosion Inspection Checklist (EF-V1, release date Jan 99)	EF	2121	AFRCI 21-101
166	Feb 96	Aircraft and Unit Performance, RCS: AFR-LGQ(M)7103 (Excel software) (Release date Feb 96)	EF	2100	AFRCI 21-102
171	Nov 93	Integrated Combat Turnaround (ICT) Evaluation (EF-V1, release date Jan 99)	EF	2123	AFRCI 21-101
172	Nov 93	Cannibalization Log (EF-V1, release date Jan 99)	EF	2120	AFRCI 21-101

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
173	Nov 93	Aircraft Inspection Flow Chart (EF-V1, release date Jan 99)	EF	2100	AFRCI 21-101
174	Nov 93	Lost Tool/Object Report (EF-V1, release date Jan 99)	EF	2120	AFRCI 21-101
175	Nov 93	Missing/Removed Tools and Equipment (EF-V1, release date Jan 99)	EF	2120	AFRCI 21-101
176	Nov 93	Request for Placement on Special Certification Roster (EF-V1, release date Jan 99)	EF	2100	AFRCI 21-101
177	Nov 93	Consolidated Tool Kit Inventory and Control Log (EF-V1, release date Jan 99)	EF	2120	AFRCI 21-101
178	Oct 95	Engine Workload Production (EF-V1, release date Jan 99)	EF	2122	AFRCI 21-101
253	Feb 99	Report of Records Management Staff Visit (EF-V1, release date Feb 99)	EF	3300	AFI 33-322/ AFRC Sup
*261	# Sep 92	Unfunded Requirement and Overhire Authorization Advisory (EF-V2, release date Oct 99)	EF	3810	AFRCI 38-201
303	Jul 84	Operational and Maintenance Scheduling Report (EF-V1, release date Jan 99)	EF	2110	AFRCI 21-102

Section B--Current Headquarters AFRC Forms

These forms are for use by Headquarters AFRC only and cannot be ordered by subordinate units.

Number	Date	Title	Unit of Issue	Func Code	Prescribing Directive
1	Aug 96	Tracer Transition Request (EF-V1, release date Jan 99)	EF	3110	HOI 31-401
4	Apr 84	Routing Slip (EF-V1, release date Jan 99)	PD/CS/EF	3770	HOI 37-112

Section C--Obsolete Command Forms

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21	Feb 99	1000	EF	Salvage	AFRC 21, Sep 99
27	Dec 96	3630	EF	Salvage	AFRC 27, Sep 99
73	Aug 94	3690	EF	Salvage	AFRC 73, Oct 99
83	Sep 99	3640	EF	Salvage	AFRC 83, Oct 99
84	Apr 98	3650	EF	Salvage	AFRC 84, Dec 99
121	Jan 99	3670	EF	Salvage	AFRC 121, Aug 99

Section D--Obsolete Headquarters AFRC Forms

Form No.	Date	Func Code	Construction	Disposition	Replaced By
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None

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